



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: September 30, 2015

Closing Date: October 13, 2015

Job Listing Identification Number: OCA-212-16-12

State Classification Number/Salary Group:
1016/B17

State Job Title: Accountant III

FLSA Status: ☒ Exempt ☐ Non-Exempt

Agency Job Title: Accounts Payable Specialist

Location: Austin, TX

Monthly Salary Range: \$3,000.00 - \$3,900.00

Type of Job: Full Time

Remarks: Salary commensurate with experience.

Travel Required: ☐ Yes ☒ No

Job Description:

This position will serve as an Accounts Payable Specialist in the Finance and Operations division of the Office of Court Administration. Performs moderately complex (journey-level) accounting work involving maintaining, monitoring, preparing, and reviewing of documentation needed to make payments to vendors. This position will be responsible for accurate and timely processing of vendor invoices and credit card transactions; reconciling, researching, and correcting discrepancies on vendor statements; and answering vendor questions. May also assist with preparation of financial statements, records, documents, and reports. In addition, this position may assist with travel audit and reporting. This position works under general supervision with limited latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Reviews all invoices and appropriate documentation for approval prior to payment.
- Prepares and processes vendor payments in accordance with State and agency rules and guidelines.
- Classifies, codes, posts, and balances financial and accounting documents and records.
- Reviews pre-encumbrance and encumbrance information.
- Reviews and assists with clearance of error reports.
- Maintains accounting ledgers and makes corrections to general ledger as needed.
- Audits accounting and financial documents for accuracy and compliance with departmental policies and procedures and state and federal guidelines.
- Assists with reconciliation of accounts and expenditure journal entries.
- Monitors vendor payment schedule for timely processing of all payments.
- Reviews travel voucher payments.
- Provides back up assistance to other team members.
- Maintains and assist with 1099 information.
- Performs related work as assigned.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major coursework in accounting, finance, or a related field.
- Two years of experience in accounting and financial operations.
- Related experience and education may be substituted for one another on a year-for-year basis.
- Proficient with Microsoft Office products (Word, Excel, Outlook).

Preferred Qualifications:

- Three years+ with State of Texas government accounting experience.
- Knowledge of accounting principles and procedures, of budget controls, and of purchasing methods and procedures.
- Knowledge of and experience utilizing Centralized Accounting Payroll Personnel System (CAPPS).
- Knowledge of State of Texas Travel guidelines.
- Excellent written and verbal communication skills.
- Ability to perform complex accounting transactions, to interpret laws and regulations, and to interpret and apply accounting theory.

Employment Conditions:

- Sit for long periods of time.
- Operate office equipment and computer systems.

Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 36A, 36B, 70C, 89A, LS, 310X, 651X, 751X, SK, 420, 020, 30, 31, 32, F&S, FIN10, 3451, 3402, 3404, 3408, 8844, 6FOX1, 65AX, 65FX, 65WX, 36, 89, 70, 34, 88, 6F, 65.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf.

Send completed State of Texas Application for Employment to: Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701, fax to (512) 463-1648, or email to ocajobs@txcourts.gov. State applications are available on the Internet at WorkinTexas.com. Resumes may accompany applications, but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in a **completed state application** will be scheduled.

An applicant's response to the question regarding **Former Foster Youth** on the state application is **optional** if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Nancy Simmons, the Office of Court Administration's Human Resources Officer, at 512/936-1611.